



Exempt Position Announcement

Secretary Manager V, 1-A District Agricultural Association
Cow Palace, Daly City

Working Title – Chief Executive Officer
Salary: \$7,616 - \$9,053 /Month

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Candidates may perform these essential functions with or without reasonable accommodations.

JOB DESCRIPTION:

Under the policy direction of a nine member Board of Directors, appointed by the Governor, the Chief Executive Officer (CEO) oversees and manages the Cow Palace, a multipurpose entertainment and consumer and trade show event center and the approximately 70 acre grounds, owned by the 1-A District Agricultural Association, a state agency, on which the Cow Palace is situated. The Cow Palace Arena seats up to 15,000 persons with attached and adjacent additional rental facilities that add approximately 200,000 square feet of rentable space. The Cow Palace is located on the border between San Francisco and Daly City and, in addition to San Francisco and San Mateo counties, serves as a major entertainment and event center in the San Francisco Bay Area.

DUTIES:

The CEO is charged with producing an annual Grand National Rodeo, Stock Show and Horse Show and Junior Grand National Stock Show, events that highlight and promote agriculture. In addition, the CEO is charged with promoting the use of the Cow Palace in a manner that encourages year-round use and provides revenues to support all Cow Palace operations. The CEO is responsible for all aspects of the operation including financial, marketing, government relations, public relations, management of all personnel, event production, rentals, leasing, maintenance, and ensuring compliance with the laws, rules and regulations of the State of California.

The CEO is required to have strong leadership skills, excellent analytical and communication skills, management experience, integrity, sound judgment, initiative, discretion, and the ability to foster and develop strong working relationships with State and local governments and community organizations.

WHO SHOULD APPLY:

Interested persons should submit a cover letter and resume indicating biographical information and detailing relevant skills and experience. Resumes will be appraised to determine the most suitably qualified candidates to participate in the interview process.

Please submit resume and a cover letter by 5:00 p.m. on Friday, February 15, 2013, to the following:

Joe Barkett, Chief Executive Officer
Cow Palace
2600 Geneva Ave
Daly City, CA 94014

If you have questions regarding this position please contact:

Joe Barkett, Chief Executive Officer
Cow Palace
(415) 404-4100
jbarkett@cowpalace.com

